



DLC– Team RRP  
Mortgage Underwriter

**About Us:**

DLC Team RRP has been operating for over 20 years as one of BC's most established and respected arrangers of residential mortgages. As a top producing team in Western Canada, our volume has increased significantly and we are now seeking a new Mortgage Underwriter to help us continue to grow the business. This full-time, permanent role will join a strong cohesive team of five in our Vancouver-based office.

**Position Summary:**

As Mortgage Underwriter, you will use the team's existing processes to assist clients by managing their files at all stages from the initial phone call through to the funding of their mortgage. You will work closely with our partners to assist in designing and providing the mortgage solution that best meets our clients needs.

At DLC Team RRP, we pride ourselves on our customer service. We have built our business from referrals or past clients repeat business – 95% of our business is “A” business. You will not need to source your own leads / files but you will be expected to provide the same exceptional service that our clients have come to know, and to encourage more more referrals. All tasks are to be performed according to company policy, lender and insurer guidelines.

You will work Monday to Friday and provide weekend on-call support on a rotational basis.

**Required Skills / Attributes:**

- licensed as a Sub-Mortgage Broker in BC,
- minimum 2 years underwriting experience,
- excellent knowledge of lender and insurer products,
- minimum 2 years working with the public in a “service” industry, solid experience in sales and/or education,
- committed to ongoing education,
- excellent verbal and written communication skills, exceptional listening skills a must!
- proficient at building relationships and interpersonal communication,
- confident, organized, self-directed, flexible and adaptable with a love for working in a

fast-paced environment with changing priorities,

- punctual, accountable, strong drive to achieve,
- decisive decision-maker with strong problem solving and analytical skills,
- good with technology e.g. Microsoft Office, Filogix software, comfortable working with

electronic files rather than paper.

**Compensation:**

We offer a long-term career as a Mortgage Underwriter to the right candidate in a supportive and collaborative environment. Our compensation package offers a base Salary plus bps per file completed and extended Medical and Dental (flex benefits you choose your package).

Please forward your resume with a cover letter explaining your qualifications, industry experience and why you'd like a long-term career with DLC Team RRP to [info@pivotrservices.ca](mailto:info@pivotrservices.ca) by February 15th, 2018.